

OFFICE OF JOINT COMPUTER SUPPORT

PUBLICATION

OJCS INSTRUCTION 5-1-75
15 July 1975

OFFICE OF JOINT COMPUTER SUPPORT INSTRUCTIONS AND NOTICES

RESCISSION: OCS Notice 5-1-75, dated 14 June 1971

1. General

In accordance with the provisions of [REDACTED] the Director of 25X1A Joint Computer Support will issue such OJCS Instructions and Notices for the guidance and direction of OJCS personnel. The system consists of OJCS Instructions for items of lasting interest which are direct in nature, prescribe policy, delegate authority or assign responsibility, and OJCS notices for similiar items which have a relatively short duration. An expiration date will be indicated at the top of the front page of all OJCS Notices.

2. Format of the System

a. OJCS Instructions will be given basic category numbers and subjects to correspond with such category numbers and subjects as used in Headquarters Regulations and will be numbered consecutively by calendar year.

b. OJCS Notices will be numbered consecutively by calendar year.

c. Each issuance will show, in the upper left hand corner, a general subject corresponding to the most closely related category in the Agency regulatory system. The specific subject will be shown as the title of the issuance.

3. Authentication and Distribution

Administrative issuances will be authenticated by the Director of Joint Computer Support. Copies will be distributed to each Division and Staff Chief. Additional distribution will be effected within each component in accordance with the distribution instructions.

4. Responsibilities

The Chief, Administrative Staff is the responsible officer for all matters relating to OJCS Instructions and Notices.



25X1A

HARRY E. FITZWATER
Director of Joint Computer Support

DISTRIBUTION: Division and Staff Chiefs

RETENTION : Permanent